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ANNOUNCEMENT

March 9, 2026

THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 041-26

Position Title
RESEARCH ASSISTANT III

Closing Date:
March 9, 2026

vice

Closing Date:
March 23, 2026

FOR MORE INFORMATION:

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Mar 10, 2026 20:28:00 GMT+10)

JOSEPH GUMATAOTAO
Chief Human Resources Officer

Research Assistant III 03/09/26
Approved by CHRO 03/09/26

Signature:  _____
Email: naholowaab@triton.uog.edu

Signature:  _____
Email: albezar3810@triton.uog.edu

Signature:  _____
Thu Mar 10, 2026 17:10:15 GMT+10:
Email: dylujan@triton.uog.edu



Re: #041-26 Research Assistant III Job Announcement

From Chen, Kuan-Ju <chenkj@triton.uog.edu>

Date Mon 3/9/2026 11:09 PM

To Trixie Naholowaa-Torres <naholowaab@triton.uog.edu>

Cc MEGUMI HIKICHI <hikichim@triton.uog.edu>; Melissa Pillias <pilliasm@triton.uog.edu>; JESSE P BAMBA <jbamba@triton.uog.edu>; Dr. MARI N MARUTANI <marutanim@triton.uog.edu>

 3 attachments (2 MB)

041_26researchassistant3.pdf; SIB for Research Assistant III.docx; Interview Questions_Research Assistant III.docx;

Hi Trixie,

Please find the SIB committee list and interview questions attached for your review. Would it be possible to extend the closing date by two more weeks, since we have only received one application so far?

Please let me know if you need any additional information.

Thank you,
Kuan

--

Si Yu'os ma'åse',



Kuan-Ju (Kuan) Chen, Ph.D.
Associate Professor of Agricultural Economics
Chair, Division of Agriculture & Life Sciences
Senior Liaison, Asia-Pacific Universities Consortium

UOG Land Grant | Extension Service
Division of Agriculture & Life Sciences
College of Natural & Applied Sciences
University of Guam

<https://www.uog.edu/landgrant>

Facebook & Instagram: uoglandgrant

The University of Guam is a U.S. Land Grant and Sea Grant Institution accredited by the WASC Senior College and University Commission. UOG is an equal opportunity provider and employer committed to diversity, equity and inclusion through island wisdom values of inadahí yan inagofli'e: respect, compassion, and community.

From: Trixie Naholowaa-Torres <naholowaab@triton.uog.edu>

Sent: Monday, March 9, 2026 1:54 PM

To: Chen, Kuan-Ju <chenkj@triton.uog.edu>

Cc: MEGUMI HIKICHI <hikichim@triton.uog.edu>; Melissa Pillias <pilliasm@triton.uog.edu>

Subject: Re: #041-26 Research Assistant III Job Announcement

Hi Dr. Kuan,

Please be advised that there is currently only (1) applicant so far.

I'll be on standby for the SIB committee and the interview questions.

Thank you and have a great day.

Si Yu'os Ma'åse'
(Thank You),



Beatrix "Trixie" Naholowaa-Torres
Personnel Specialist

College of Natural & Applied Sciences
naholowaab@triton.uog.edu

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From: Chen, Kuan-Ju <chenkj@triton.uog.edu>
Sent: Monday, March 9, 2026 12:04 PM
To: Trixie Naholowaa-Torres <naholowaab@triton.uog.edu>
Cc: MEGUMI HIKICHI <hikichim@triton.uog.edu>; Melissa Pillias <pilliasm@triton.uog.edu>
Subject: Re: #041-26 Research Assistant III Job Announcement

Håfa Adai Trixie,

Thank you for your reminder. May I know how many applications we have received? I will send our SIB and interview questions by the end of today.

Thank you,
Kuan

--

Si Yu'os ma'åse',



Kuan-Ju (Kuan) Chen, Ph.D.
Associate Professor of Agricultural Economics
Chair, Division of Agriculture & Life Sciences
Senior Liaison, Asia-Pacific Universities Consortium

UOG Land Grant | Extension Service
Division of Agriculture & Life Sciences
College of Natural & Applied Sciences
University of Guam

<https://www.uog.edu/landgrant>

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From: Trixie Naholowaa-Torres <naholowaab@triton.uog.edu>

Sent: Monday, March 9, 2026 9:05 AM

To: Chen, Kuan-Ju <chenkj@triton.uog.edu>

Cc: MEGUMI HIKICHI <hikichim@triton.uog.edu>; Melissa Pillias <pilliasm@triton.uog.edu>

Subject: #041-26 Research Assistant III Job Announcement

Håfa Adai Dr. Kuan,

Kind reminder that the #041-26 Research Assistant III job announcement closing date is today.

Please feel free to let me know if there will be an amendment to extend the closing date or remove the job posting tomorrow from the UOG website.

Thank you and I look forward to hearing from you soon.

Si Yu'os Ma'åse'

(Thank You),



Beatrix "Trixie" Naholowaa-Torres
Personnel Specialist

College of Natural & Applied Sciences

naholowaab@triton.uog.edu

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ANNOUNCEMENT

February 23, 2026

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 041-26

Position Title
RESEARCH ASSISTANT III

Salary Range:

UGPP/H-01 \$32,355.00 - UGPP/H-10 \$44,417.00 Per Annum

Opening Date:

February 23, 2026

Closing Date:

March 9, 2026

Location:

College of Natural & Applied Sciences (CNAS)/Western Pacific Tropical Research Center (WPTRC)

MINIMUM QUALIFICATION:

High School Diploma or GED, and 90 college credits, or 3 years relevant and related work experience. Experience using financial management systems used in educational institutions.

NECESSARY SPECIAL QUALIFICATION:

Must have a valid driver's license.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

CHARACTER OF DUTIES:

Under the supervision of the Agricultural Economist, the Research Assistant III will support and coordinate applied research, extension, and outreach activities under grant-funded agribusiness projects, while providing supervision and guidance to student assistants and junior research staff. The Research Assistant III will assist with research design, data collection and analysis, report preparation, and development of extension materials related to agricultural economics, market expansion and value added product development. Responsibilities include organizing fieldwork, stakeholder meetings, and training workshops; ensuring compliance with grant and institutional requirements; monitoring project timelines and documentation; and supporting budget tracking and reporting. The Research Assistant III will be required to perform independent judgement, leadership in coordinating team tasks, and professional collaboration with faculty, producers, community partners, and funding agencies to advance project objectives and deliver measurable impacts.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

- Knowledge of agribusiness principles, agricultural economics, and local/regional food systems.
- Understanding of market analysis, cost of production budgeting, and value-added product development.
- Familiarity with research design, survey development, and data collection methods (qualitative and quantitative).
- Working knowledge of grant-funded project administration, reporting requirements, and compliance procedures.
- Understanding of agricultural entrepreneurship, extension programming, and stakeholder engagement.
- Ability to conduct data collection, cleaning, statistical analysis, and interpretation using software such as Excel, SPSS, Stata, R, or similar programs.
- Ability to prepare research reports, extension factsheets, presentations, and publications.
- Ability to coordinate fieldwork, stakeholder meetings, workshops, and community outreach activities.
- Ability to manage multiple tasks, meet deadlines, and work independently with minimal supervision.
- Ability to communicate effectively with farmers, agribusiness owners, students, government agencies, and community partners.
- Strong analytical and problem-solving skills.

RESEARCH ASSISTANT III #041-26

- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and online collaboration tools.
- Organizational and project management skills

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

Due to budgetary constraints, UOG is not able to pay the additional application cost of \$100,000 as required by the U.S. Presidential Proclamation for any applicants that will require an H1B Visa to legally work at UOG.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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Joseph Gumataotao (Feb 23, 2026 16:31:11 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Research Assistant III 02/23/26
Approved by CHRO 02/23/26

#041-26 RESEARCH ASSISTANT III AMENDMENT

Final Audit Report

2026-03-10

Created:	2026-03-10
By:	Trixie Naholowaa-Torres (naholowaab@uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ5juDQwel9OkhyMMMhhDVCWME3-uX6II

"#041-26 RESEARCH ASSISTANT III AMENDMENT" History

-  Document created by Trixie Naholowaa-Torres (naholowaab@uog.edu)
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-  Document emailed to Trixie Naholowaa-Torres (naholowaab@uog.edu) for signature
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-  Signer Donna Lujan (dylujan@triton.uog.edu) entered name at signing as dyl
2026-03-10 - 7:10:13 AM GMT
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 Agreement completed.

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